



# Enrollment Data Upload

*presented by the California Student Aid Commission*

## Welcome Community Colleges!

We will begin our training in a few moments. In the meantime, here are some hints for getting the most out of this web-training:

### To hear the AUDIO portion of this training

1. Dial **1-866-826-6337** on your phone
2. Enter the PIN code: **591499**
3. Press the # button

### To ask QUESTIONS during the presentation

1. Type your question in the <Send A Message> field located at the bottom of your screen
2. Press the <ENTER> key on your keyboard
3. A response to your question will be provided in the chat window by the CSAC Chat Host

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## Help Contacts

**CSAC Help Desk (888) 294-0148**

### **Outreach & Training**

(916) 526-8920

[otdtraining@csac.ca.gov](mailto:otdtraining@csac.ca.gov)

## September 2nd Award Cycle

- For students who did not receive or apply for a Cal Grant award during the March 2 award process
- Additional 11,250 Competitive Cal Grant A & B awards
- Student must be enrolled in a California Community College for the Fall

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July 28, 2004

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## Application Requirements

- FAFSA postmarked by September 2
- GPA verification postmarked/uploaded by September 2
  - Includes rollover of GPAs received prior to March 2 for students who did not receive an award in March
- Student's SSN appears on **Community College Enrollment Data File**

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## What is the Enrollment Data File?

- Ensures that all Sept 2 awards are made only to students enrolled at a California Community College for the Fall
- Include all students enrolled at your institution for the Fall (do not filter out students for less than 1/2 time enrollment)
- 2004-2005 Deadline: September 9

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## New Enrollment Data Upload

- Modeled after the GPA Upload process
- Immediate notification of errors
- Printable valid and invalid record reports
- Upload in batch files or single students
- View previously submitted Enrollment data until submission deadline

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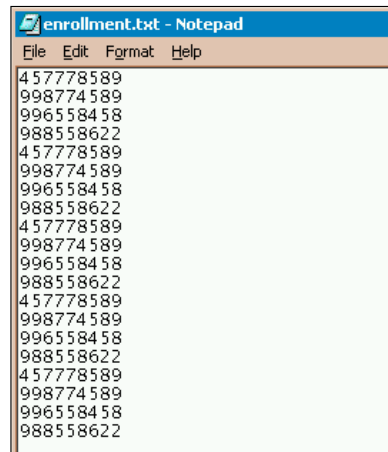
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## Creating an Upload File

- Type or paste SSNs into Word, Excel or Notepad document
  - Each SSN should have its own line
  - Each SSN must start on the far left margin
- Save document as .txt file

## Record Layout Specifications

- No data file header is required
- Text (.txt) or Extended Markup Language (.xml)
- Positions 1 – 9



## Question Break



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Enrollment Main Upload Enrollment Add Enrollment Delete/View Enrollment

**Enrollment Main Menu**

- Upload Enrollment
- File Upload Status
- Add Enrollment
- Delete/View Enrollment

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Step 1 of 3: Select a file to upload by following the instructions below.

Upload Enrollment

Select the school code

Enter the file path and name of your file (Use the **BROWSE** button to find your file)

File type must be .txt or .xml

Click the **Begin Upload** button to start this operation

USED:

00123000

Enrollment File:

C:\Documents and Settings\jmenzel\My Documents\enrollment.txt

Begin Upload

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Step 2 of 3: Review Pending Records

Enrollment File Upload Status

Valid Records will be copied to CSAC when **Submit Records** is clicked.

Download Invalid Records Instructions: To view, select the Download link. To download, right click on the Download link and choose the "Save" option.

Schools must print or download their invalid records prior to completing the upload. Once valid Enrollment records are submitted, the invalid data is irretrievable.

[View Valid Records](#)

[View Invalid Records](#)

[Print Invalid Records](#)

[Download Invalid Records](#)

School ID	00123000
File Name	enrollment.txt
File Size	100
File Type	text/plain
Total Records	4
Valid Records	3
Invalid Records	1
Deleted Records	0

Step 3 of 3: Submit Records to CSAC

When **Submit Records** is selected you will receive an "Enrollment File Successfully Submitted" message. We recommend that you print your submitted records at that time.

Submit Records

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View Valid Enrollment Records

Enrollment records deleted on this page will NOT be uploaded to CSAC.

Click **Return to File Upload Status**, review any invalid records (if applicable) and follow the instructions on the screen to complete the upload process.

[Return to File Upload Status](#)

Search Valid SSNs:

GO

Total Records Retrieved: 3

School ID: 00123300

Academic Year: 2004 - 2005

Detail Record:

Click on title to sort by the corresponding field

Delete	Rec No	SSN+
<input type="checkbox"/>	1	224789569
<input type="checkbox"/>	2	554785589
<input type="checkbox"/>	3	569836664

[Return to File Upload Status](#)

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Submit Records



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### View Invalid Enrollment Records

You have three options for handling Invalid Enrollment Records:

- Correct the original file on your PC and start the upload process again.
- Return to the File Upload Status screen and download the file of invalid records to your PC for correction.
- Click on **Add Enrollment** in the blue bar above and add the corrections manually.

For options 2 and 3 above, remember to complete the upload of the valid records by selecting the **Submit Records** button located on the File Upload Status screen.

[Print Invalid Enrollment Records](#) [Return to File Upload Status](#)

Total Records Retrieved: 1  
School ID: 00123300  
Academic Year: 2004 - 2005

Detail Record:  
Click on title to sort by the corresponding field

Rec No	SSN	Reject Reason Code
1	4455544	Invalid SSN

[Print Invalid Enrollment Records](#) [Return to File Upload Status](#)

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https://sandbox.csaac.ca.gov/newwebgrants/enrollment/printInvalid.asp?mode=Invalid - Microsoft Internet Explorer pro...

School Code: 00123300 Enrollment File Upload Page: 1  
File Name: enrollment.txt Invalid Records Date: 6/30/2004  
Number of Records: 1 Academic Year: 2004 - 2005 Time: 1:49:30 PM

Rec.#	SSN	Reject Reason
1	4455544	Invalid SSN

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View Valid Records

View Invalid Records

Print Invalid Records

Download Invalid Records

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Step 3 of 3: Submit Records to CSAC

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Submit Records

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View Valid Records

View Invalid Records

Print Invalid Records

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File Name	enrollment.txt
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Step 3 of 3: Submit Records to CSAC

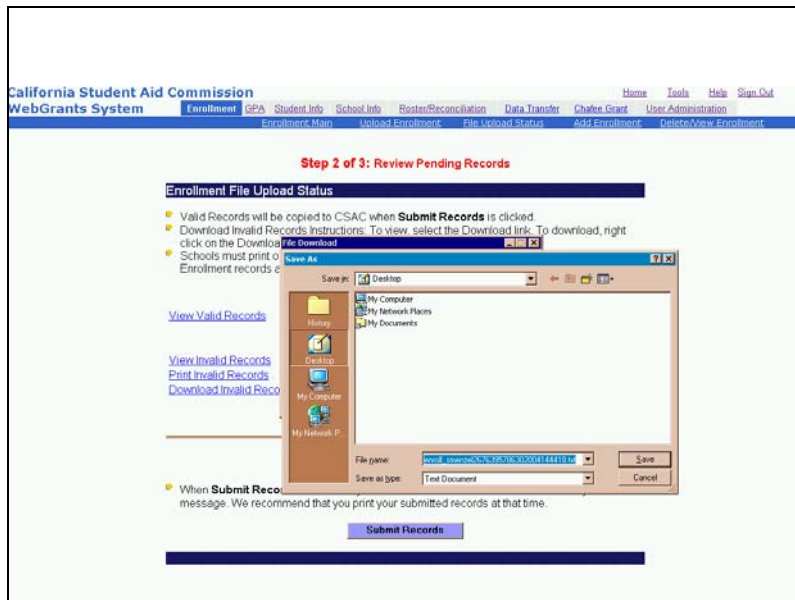
When **Submit Records** is selected you will receive an "Enrollment File Successfully Submitted" message. We recommend that you print your submitted records at that time.

Submit Records

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Schools must print or download their invalid records prior to completing the upload. Once valid Enrollment records are submitted, the invalid data is irretrievable.

View Valid Records

View Invalid Records

Print Invalid Records

Download Invalid Records

Microsoft Internet Explorer

00129300

enrollment.txt

100

text/plain

4

3

Invalid Records: 1

Deleted Records: 0

Are you sure you want to submit the valid enrollment records to CSAC?

OK

Cancel

Step 3 of 3: Submit Records to CSAC

When **Submit Records** is selected you will receive an "Enrollment File Successfully Submitted" message. We recommend that you print your submitted records at that time.

Submit Records

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Enrollment File Successfully Submitted to CSAC

Congratulations. Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records **before** proceeding, and maintain the report as proof of submission. The report will not be available once you exit this screen.

Summary of Enrollment Records

File Name

enrollment.txt

File Size

100

File Type

text/plain

Date Created

8/29/2004 2:48:08 PM

Total Records Submitted

3

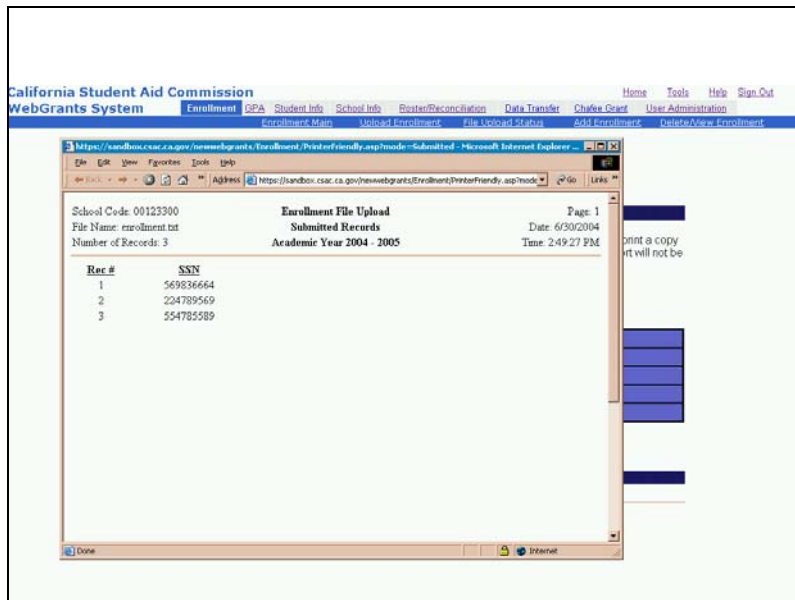
Print Submitted Records

Return to Upload Enrollment Screen

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**Add Enrollment Records for SACRAMENTO CITY COLLEGE**

- Enter the USED and quantity of Enrollment Records you wish to add
- Click on **GO**
- Enter information
- Print this page before submitting the Enrollment Records to CSAC
- Click **Submit Enrollment Records to CSAC** (Records will only be updated at CSAC when this step is completed)

USED = 00123300 Please Enter the Number of New Records to Add  **GO**

Delete	Row #	SSN
<input type="checkbox"/>	1	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>

**Submit Enrollment Records to CSAC**

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#### Delete / View Enrollment Records

- Enter SSN or USED to retrieve Enrollment Records
- To view all existing Enrollment Records leave the SSN field blank and select GO
- Select SSNs for deletion as needed
- Click **Submit Updates to CSAC** (Enrollment information will only be updated at CSAC after this step is completed)

SSN =  USED - 00123300

Total Records Retrieved: 8

Click on header title to sort by the corresponding field

Delete	Row #	SSN	School Code
<input type="checkbox"/>	1	224789569	00123300
<input type="checkbox"/>	2	456789999	00123300
<input type="checkbox"/>	3	545667777	00123300
<input type="checkbox"/>	4	554785589	00123300
<input type="checkbox"/>	5	555667789	00123300
<input type="checkbox"/>	6	565881111	00123300
<input type="checkbox"/>	7	569836564	00123300
<input type="checkbox"/>	8	558998888	00123300

## Question Break



## 2004 September Cycle Timeline

Sept 2 Student application deadline (FAFSA and GPA)

Sept 9 School deadline for submitting enrollment data

Sept 13 -16 Inventory & quality assurance on datafiles

Sept 20 - 23 Drawdown of ISIR records

Early Oct New recipients added to school rosters

Early Oct Award notifications and non-recipient letters  
sent to students

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## Things to Remember...

- Datafile accuracy is important
- Make sure all invalid records are corrected and resubmitted
- Be more inclusive than exclusive in your enrollment list
- Individual SSNs can be submitted after you have uploaded your batch file (as long as it is prior to the September 9 deadline)

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## Additional Resources

- Operations Memo 2004-06
- WebGrants Help Page
  - Datafile layout specifications
  - WebGrants user guides
    - Enrollment Data Upload
- Chat box transcript ([www.csac.ca.gov](http://www.csac.ca.gov))
- School Help Line: 888-294-0153
- Technology Help Desk: 888-294-0148
- Email: [otdtraining@csac.ca.gov](mailto:otdtraining@csac.ca.gov)

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## Thanks for Attending!

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This training session has been recorded  
and will be available as an archived  
presentation at [www.cccconfer.org](http://www.cccconfer.org) in  
approximately 1 week